

U.S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE

ORDER

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**NEVADA SUPPORT FACILITY
MANAGEMENT PLAN**



INITIATED BY:
Engineering and Asset Management Division

**NEVADA SUPPORT FACILITY
MANAGEMENT PLAN**

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1. OBJECTIVE.

This Nevada Support Facility (NSF) Management Plan describes the manner in which the DOE Nevada Operations Office (DOE/NV), will manage the NSF at the Department of Energy (DOE), North Las Vegas complex facility.

This document is designed to provide the users and visitors of the NSF with information necessary to obtain the resources available for the operational activities of the facility.

2. CANCELLATION. None.

3. APPLICABILITY. This Order applies to all DOE/NV organizational elements, within the NSF. This Plan describes the roles and responsibilities of DOE/NV relating to the management of the NSF. It contains a service provider index to facilitate the users' need for such services.

4. POLICY. The Engineering and Asset Management Division (EAMD) is responsible for the maintenance of NSF. The NSF Team Leader is the point of contact (POC) for all maintenance services. Applicable DOE/NV staffers provide business integrity, and environmental safety and health protection oversight roles.

5. ORGANIZATION, ROLES, AND RESPONSIBILITIES.

- a. DOE/NV Manager. The Office of the Manager oversees management of the NSF. The Manager is responsible for ensuring the safety and health of all occupants at NSF and safeguarding the environment. The Manager has appointed the Deputy Manager as chairperson for the Federal Employee Occupational Safety and Health Councils (FEOSH). The Deputy Manager has authorized the combining of the FEOSH and NSF building committees. The Deputy Manager has also authorized the Director of EAMD to chair both committees.
- b. Assistant Manager for Technical Services (AMTS). The DOE/NV Manager has delegated authority for management to AMTS. Coordinates issues with other DOE/NV Assistant Managers.
- c. Engineering and Asset Management Division. AMTS has delegated responsibility for day-to-day management of the NSF to the Director, EAMD. The following provides a summary of EAMD's functions:

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- (1) Executes the building maintenance program.
 - (2) Acts as POC for all building-related matters.
 - (3) Serves as the chairman of the NSF and FEOSH Building Committees.
 - (4) Tracks maintenance cost and schedule status associated with the building.
 - (5) Oversees the waste minimization and energy program for the facility.
 - (6) Coordinates the configuration management of the facility.
- d. NSF Team Leader. Reports directly to the Director, EAMD, and is responsible for managing the maintenance of NSF within approved cost and schedule objectives. The Team Leader is responsible for the following activities for NSF:
- (1) Executes the NSF Maintenance Program.
 - (2) Coordinates the daily maintenance activities at NSF.
 - (3) Develops, reviews, and tracks budget and financial plans for NSF.
 - (4) Executes and administers contracts for facility modifications.
 - (5) Coordinates NSF design changes that are consistent with acceptable construction practices.
 - (6) Manages the facility "vehicle pool" and assists other divisions in the repair and maintenance of their assigned vehicles.
 - (7) Reviews and approves contractor modification designs and sketches.
 - (8) Enforces safety-related work rules on contractors.
 - (9) Initiates stop work actions on maintenance activities when injury, illness, or property damage is threatened.
 - (10) Obtains necessary supplies and services for the facility through the use of purchase orders, blanket purchase agreements, purchase cards, and delivery orders against federal supply schedules.

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e. Safeguards and Security Division.

- (1) Ensures implementation of DOE Policies pertaining to the physical and technical security of the NSF, including secure communications, closed circuit television, intrusion detection, and duress alarm systems, etc.
- (2) Oversees contractor-operated security force which provides protection of property and access control to the NSF.
- (3) Ensures requests for all visits to the NSF have been authorized and approved.
- (4) Provides security awareness briefings to NSF visitors.
- (5) Identifies and assesses threats to security through liaison with law enforcement agencies.
- (6) Ensures effective identification program for facility occupants and visitors.
- (7) Provides a 24-hour hotline for individuals to report areas of concern.
- (8) Provides a NSF Building Security Officer.

f. Environment, Safety, and Health Division.

- (1) Oversees the contractor-operated Industrial Hygiene, Safety, and Occupational Medical Programs that provide traditional industrial health services to NSF personnel.
- (2) Coordinates environment, safety, and health issues affecting the facility with the Director, EAMD.
- (3) Provides personal protection equipment to occupants, as needed.
- (4) Provides technical advisor to the FEOSH Committee.

g. Emergency Management Division.

- (1) Responsible for emergency management at NSF.

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- (2) Manages all notifications and reporting requirements for all unusual occurrences at the facility.
- (3) Conducts emergency drills for all facility occupants.
- (4) Issues emergency procedures and handbooks to occupants of the NSF.

h. Communication Services Division.

- (1) Provides NSF occupants with computing resources to readily acquire, share, protect, disseminate, and store the electronic information needed to successfully accomplish their jobs.
- (2) Oversees voice, data, video, and imaging activities at DOE/NV; use of secure and nonsecure telephones; and coordinates use of radio frequencies.
- (3) Coordinates, plans, and executes DOE/NV Records Management Program. Ensures effective definition, use, retention, disposition, and retirement of official DOE/NV files and records.
- (4) Oversees the printing and reproduction program. Oversees contractor-operated printing and reproduction functions.
- (5) Oversees the comprehensive mail services, including express mail shipments, and internal distribution of mail.
- (6) Oversees the Word Processing Center. Includes word processing support for classified and unclassified document material.
- (7) Manages and support service to occupants in ordering, stocking, and distribution of Standard Form (SF), Optional Form (OF), DOE, and local forms. Reviews, analyzes, and recommends approval of new and revised DOE/NV, DOE, SF, and OF forms.

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- i. Competition Advocates. Reviews justifications of noncompetitive contracts exceeding \$100,000 for NSF facility modifications.
 - j. Contracts Management Division.
 - (1) Coordinates the planning process of all planned acquisitions for the facility.
 - (2) Assists in obtaining necessary supplies and services for the facility through the use of purchase orders, blanket purchase agreements, purchase cards, and delivery orders against federal supply schedules.
 - (3) Ensures contracts and purchase orders supporting NSF activities consistent with customer needs and within regulatory and procedural requirements.
 - k. Human Resources Division.
 - (1) Provides assistance in the implementation of Davis Bacon/Service Contract Acts provision and NSF contractors.
 - (2) Coordinates training program for DOE employees.
 - (3) Provides DOE employment information to the public.
 - l. Financial Services Division. Establishes and implements accounting policy for NSF maintenance activities.
 - m. Resource Management Division.
 - (1) Develops and issues budget guidance for the NSF.
 - (2) Provides program budget, cost reporting, and reallocation of resources for the facility.
 - n. Waste Management Division.
 - (1) Provides Resource Conservation and Recovery Act (RCRA) solid waste management support and guidance at the NSF.
 - (2) Oversees the RCRA solid waste activities at the NSF.
 - (3) Oversees the waste minimization/pollution prevention activities at the NSF.

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- (4) Completes Nevada Division of Environmental Protection RCRA solid waste reports.

6. BUILDING COMMITTEE. The NSF Building Committee is a group of DOE/NV employees who are responsible for determining the feasibility of proposed activities at the facility, as well as setting policy for activities conducted at the facility. The committee consists of the Division Director, EAMD, who chairs the committee, the Facility Maintenance Manager, and one member appointed by each Assistant Manager representing their organization. The committee meets quarterly, or sooner if needed, and three members must be present to establish a quorum. Each Assistant Manager reviews their representation annually to determine if a new or replacement nomination is needed.

The committee members are as follows:

- | | |
|---|-------------------------------|
| • Steven J. Lawrence--Chairman | • Jerry R. Truax, Jr.--Member |
| • Runore C. Wycoff--Member | • Joe L. Murphy--Member |
| • Charles E. McWilliam--Member | • Darwin Morgan--Member |
| • Donald C. Boyce--FEOSH Representative | • Joyce A. Thede--Secretary |

7. CONTACT. Support services at the NSF are provided by different DOE/NV elements. The services and POCs are listed in Appendix 1, page 1. The NSF Team Leader (Joe Murphy, 295-0919) is the POC for maintenance services at the NSF. Service requests need the submittal of Form NV-193, available from the DOE/NV EAMD Website, or by calling Joyce Thede at 295-0678. The procedure for obtaining services that require the submittal of Form NV-193 is described in Appendix 2, pages 1 and 2. Emergency requests may be done by telephone (295-0919 or 295-0678).



G. W. Johnson
Manager

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SERVICE PROVIDERS INDEX

SERVICE		PROVIDER POINT OF CONTACT
Carpentry	+	Engineering and Asset Management Division (EAMD) (Joe Murphy 295-0919)
Computers		Communication Services Division (CSD) (Bill Donahoe 295-4321)
Conference Rooms	*	EAMD (Leslie Stringham, Conference Room Scheduling System 295-3339)
Custodial Service		EAMD (Joe Murphy 295-0919)
Electricians	+	EAMD (Joe Murphy 295-0919)
Employment		Human Resources Division (Jerry Truax, Jr. 295-1018)
Ergonomics		Environment, Safety, and Health (ESHD) (Bill Suiter 295-0630)
First Aid		ESHD (Ken Hoar 295-1428)
Freedom of Information		Office of Public Affairs and Information (OPAI) (295-0552)
Furniture	+	EAMD (Joe Murphy 295-0919)
Lighting	+	EAMD (Joe Murphy 295-0919)
Maintenance	+	EAMD (Joe Murphy 295-0919)
Office Space	+	EAMD (Joe Murphy 295-0919)
Office Supplies	(EAMD)**	EAMD (Leslie Stringham 295-3339)
Other Services	+	EAMD (Joe Murphy 295-0919)
Personal Protection Equipment		ESHD (Bill Bunn 295-2907)
Parking Permits		Safeguards and Security Division (SSD) (Dave Schlegel 295-0921)
Public Reading Room		OPAI 295-1628)
Radio		CSD (Bill Donahoe 295-4321)

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SERVICE		PROVIDER POINT OF CONTACT	
Relocation	+	EAMD (Joe Murphy	295-0919)
Safes (Problems with Combinations)		SSD (Sandy Cross	295-1114)
Safety Glasses		ESHD (Bill Bunn	295-2907)
Safety Shoes		ESHD (Bill Bunn	295-2907)
Space Allocation	+	EAMD (Joe Murphy	295-0919)
Surplus Property		EAMD (Tom Senteney	295-7424)
Telephones		CSD (Bill Donahoe	295-4321)
Tours		OPAI (295-0941)
Upgrade Modification	+	EAMD (Joe Murphy	295-0919)
Vehicle Maintenance		EAMD (Andres Veloso	295-7804)
Vehicles	*	EAMD (Leslie Stringham	295-3339)
Waste Management		Waste Management Division (Frank Di Sanza	295-3181)
* Requests available in the DOE Nevada Operations Office (DOE/NV) Website			
** Requests available in the DOE/NV EAMD Website			
+ Requests need submittal of a Nevada Support Facility Support Request (Form NV-193) available at the EAMD Website			

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PROCEDURE FOR OBTAINING FORM NV-193 SUPPORT SERVICES

<u>STEP</u>	<u>PROCESS</u>	<u>RESPONSIBILITY</u>
REQUESTER:		
1.	Get a Nevada Support Facility (NSF) Support Request (Form NV-193) from the DOE Nevada Operations Office (DOE/NV) Engineering and Asset Management Division (EAMD) Website or Joyce Thede (295-0678).	Requester
2.	Submit completed request form to Joyce Thede, EAMD.	Requester
ROUTINE REQUESTS:		
3.	Reviews request for feasibility.	Joyce Thede
4.	Approves feasible request.	Joe Murphy
5.	Assigns request for action.	Joe Murphy
6.	Provide request.	NSF Team Staff
UNUSUAL REQUESTS:		
3.	Reviews request for feasibility.	Joyce Thede
4.	Sends unusual request to NSF Team Leader.	Joyce Thede
5.	Request DOE/NV staff for support. If problem is resolved, assigns request to NSF Team Leader staff for action.	Joe Murphy
6.	Sends unresolved request to the NSF Building Committee for action.	Joe Murphy

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7. Decides action on unresolved request.

NSF Building
Committee

8. Approves resolved request for action.

Joe Murphy